



State of Rhode Island
Department of Human Services
Office of Rehabilitation Services
40 Fountain Street - Providence, RI 02903

Home Modifications

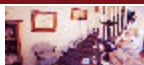
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Home Modifications

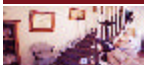
If you are a person with a disability who requires home modifications in order to obtain or maintain employment, where do you go to find out? What kinds of modifications are needed so that you can enter, maneuver within and exit your home safely? What financial assistance is available for home modifications?

The answer is:



The Department of Human Services
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40 Fountain Street
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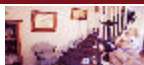
Consult Ronald Racine at (401) 421-7005, ext. 376 or via email at ronr@ors.ri.gov regarding home modifications.



What Are Home Modifications?

Home modifications are structural alterations to your home that allow you to independently work or participate in an Employment Plan leading to competitive employment. Examples of home modifications include installation of a ramp or a lift, and the alteration of a doorway so that you can enter, maneuver within, or exit your home unassisted. They may also include bathroom modifications or other alterations you need to achieve your employment goal.

If you are self-employed, modifications to your place of business may also be provided, if needed to allow you to perform your work more independently.



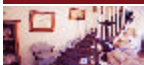
What Home Modification Services Are Provided by the Office of Rehabilitation Services?

The Office of Rehabilitation Services provides home modifications for eligible individuals when they require them in order to enter or maintain employment. Modifications are limited to those that are necessary to adequately prepare oneself to participate in employment activities. Modifications to your home are designed to meet your functional needs for employment purposes.

The Office of Rehabilitation Services will not participate in financing extensive reconstruction, new construction or major structural additions.

The following are examples of home modifications that the Office of Rehabilitation Services may provide:

- ♦ Widening doors
- ♦ Doing minor bathroom modifications
- ♦ Installing a roll-in shower
- ♦ Constructing ramps
- ♦ Adding grab bars or handrails
- ♦ Installing residential elevators and platform vertical lifts
- ♦ Grading the ground to provide access



How Does the Home Modification Process Work?

Determining Eligibility for the Office of Rehabilitation Services Program

To be provided by ORS, home modifications must be part of an approved Employment Plan. The first step is to determine if employment is your goal. If this is the case, you may apply for vocational rehabilitation services. When you apply for vocational rehabilitation services, a VR counselor will ask that you provide information about your disability, and how it has affected your ability to find and/or keep a job.

With your VR counselor, you also will review your employment and educational history. This and other information you offer will help your counselor determine if you are eligible for vocational rehabilitation.

The eligibility criteria are:

- ◆ You have a physical or mental impairment that constitutes or results in a substantial impediment to employment;
- ◆ You can benefit in terms of an employment outcome from VR services; and
- ◆ You require VR services to prepare for, enter, engage in, or retain gainful employment.



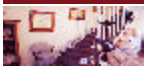
Your Employment Plan

If you are eligible, you will develop an Employment Plan, called the Individualized Plan for Employment, which identifies what you need in order to attain your specific vocational goals. A counselor can assist you if you wish. Home modification services may be included in this plan, if they are required for you to attain or maintain your vocational goal.

An Adaptive Housing Coordinator is Available to Help You with Home Modifications

The process of home modifications through the Office of Rehabilitation Services is complex and involves an investment on your part, and by ORS. It may require a financial investment on your part as well. For this reason, the Office of Rehabilitation Services has assigned an Adaptive Housing Coordinator for this service. The Coordinator currently assigned to this role is Ronald Racine. Once you and your counselor have determined that home modifications are needed for you to achieve your employment goal, a referral will be made to this Coordinator.

This Coordinator oversees and expedites the process, per the DHS/ORS Policy and Procedures; coordinates with the contracted/licensed architects to review, recommend,

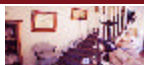


approve, and inspect your home modifications; and responds to inquiries from consumers, counselors, home improvement contractors, vendors and building officials regarding the home modification process.

Time Frame

The entire home modification process from initial site visit to final inspection can take up to a year. Sometimes it takes longer, depending on the extent of the project, the availability of the products, the availability of qualified contractors, and the decisions you make. The process begins with an Independent Living Assessment, which will help you determine what modifications are needed in order to help you prepare for employment. The assessment will be completed on-site by an occupational therapist or other professional skilled in assessing adaptations to the home.

After the referral for adaptive housing has been made, the coordinator will discuss the process and scope of work and the architect will take measurements and pictures of your home, based on that discussion. The architect will prepare preliminary drawings. These will be sent to you, your counselor, and the home modification consultant for review. When you receive this packet, you should contact the home modification consultant to discuss any changes. The home modification consultant will schedule a conference call among the architect, yourself, the home modification consultant and anyone else you wish to have input into the design revision.



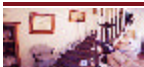
After this discussion, the architect will produce the final specifications and drawings. When these drawings and specifications are received, the consultant will bid the project (see BIDS, AWARDS & CLIENT RESPONSIBILITIES below).

At times, home improvement contractors encounter unavoidable delays due to weather conditions, town zoning and permit requirements, the availability of accessibility products, equipment fabrication, or cooperation from equipment installers. If you feel that the contractor is taking unnecessarily long to complete the job, you should contact the Adaptive Housing Coordinator and your counselor.

Bids, Awards & Client Responsibilities

ORS requires you to obtain bids from at least 3 qualified home improvement contractors in your area. You should begin this search shortly after the initial site visit with the architect and the home modification consultant. You may find home improvement contractors through your town building inspector's office, family, friends, neighbors, local newspapers, and the telephone book. This is your opportunity to interview prospective home improvement contractors and to do a reference check, so you will feel comfortable with the contractor who may work in your home.

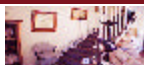
ORS will provide names of contractors with whom we have done business. You are not required to use these contractors. Home improvement contractors must be licensed and have proof of insurance.



Once you have obtained at least 3 bids, you may submit them to the Adaptive Housing Coordinator for review and selection, which is done in accordance with State bidding requirements. Generally, ORS awards the work to the lowest qualified bidder.

It is your responsibility to provide reasonable access to your home to perform the work. Without your cooperation, your project will be delayed. Should you arrange with the contractor to upgrade the work proposed, or to do additional work not covered in the contract, you must make arrangements directly with the contractor, and be responsible for payment. If the changes in any way impact the original design or specifications for which ORS approved, those changes must be coordinated with the Adaptive Housing Coordinator and the architect. ORS is not responsible in any way for the consequences of privately contracted work.

You must notify the Office of Rehabilitation Services Adaptive Housing Coordinator when the home improvement contractor begins the work on your home, anytime throughout the process when you have any questions or concerns, and when your project is completed, so ORS may conduct a final inspection. It is important that you maintain contact with both the Adaptive Housing Coordinator and your ORS counselor throughout the modification process. Notify them of any changes in your personal situation that may require amending, revising, or canceling your home modification and Employment Plan.



When the project is completed, there is a one-year warranty on the products and the job. During this year, if any problems arise, you may contact the contractor directly, or call the Adaptive Housing Coordinator. After the first year, it is your responsibility to repair and maintain any equipment or construction completed on your property.

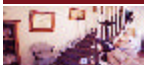
Home Improvement Contractor Requirements And Responsibilities

The contractor shall provide all services, materials, and labor that are necessary to complete the project as indicated on, or can reasonably be inferred from, the construction drawings.

The contractor shall be registered with the Department of Consumer Protection to do business in the State of Rhode Island.

The contractor must show evidence of a valid home improvement registration and evidence of workers' compensation (if applicable) and liability insurance, at the time of the bid award.

The contractor shall base the bid on the referenced drawings and specifications. If the contractor wants to substitute a product, s/he must submit all the specifications and manufacturer's product literature to the architect for review and approval.



The contractor shall verify existing conditions and dimensions before starting the project and be responsible for the same. The contractor shall verify all dimensions with the consumer to satisfy specific accessibility needs.

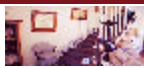
The contractor shall contact the architect before starting the project, if there are any discrepancies between the drawings and actual conditions that could affect the successful completion of this project.

The contractor shall apply for, obtain, and pay for all permits. All work shall be done per applicable codes, regulations and standards of construction, including American National Standards Institute (ANSI) standards for barrier-free access, and safety requirements.

The contractor shall remove and discard all demolition materials off site. The consumer has the right to salvage selected demolition items if it does not adversely affect the construction schedule.

Construction shall take place on weekdays between the hours of 8:00 a.m. and 6:00 p.m., unless otherwise mutually arranged. The contractor shall schedule and coordinate the work to reduce disturbances to you and your family who will be occupying the premises during construction.

Within applicable code, the contractor shall functionally patch and repair all surfaces disturbed or altered by construction and/or renovations.



The contractor shall clean up the site daily.

When the work is complete, the contractor shall contact the home modification consultant to schedule a final inspection.

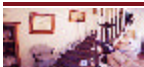
The contractor shall coordinate all work detailed in the project specifications with work required in the installation of the equipment (see equipment below).

Generally, when the project involves special equipment, a separate vendor will supply the equipment.

The contractor shall warrant all work, including labor and materials, for one year from the date of acceptance by the Office of Rehabilitation Services.

Equipment - Vendor Responsibilities

When equipment is required to make your home accessible, a separate vendor may provide and install the equipment. The vendor must coordinate and cooperate with the home improvement contractor to ensure a smooth and efficient installation. It is the responsibility of the equipment vendor to give you instruction on the use of the equipment, manuals and all warranty information. The vendor will contact you to arrange a convenient time to install the equipment.

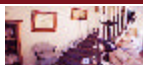


What Should I Know About Having My Home Modified?

A home renovation can be both exciting and stressful. Your normal routine and family life may be disturbed and you may encounter some inconveniences. Some mess and dust is inevitable, and patience is required. When the home improvement contractor starts your modifications, unexpected conditions may be found, such as asbestos, carpenter ants, corroded pipes, or inadequate electricity. Repair or any upgrade is the responsibility of the homeowner(s), as ORS only patches to match existing conditions that are disturbed in the modification process.

Often the tile, carpet, linoleum or wallpaper is no longer manufactured and the home improvement contractor must find the best match. If you wish to redo the finish work, you may contract separately with the contractor to do this work. It will be your responsibility to pay the contractor on the schedule you have arranged with him or her. ORS takes no responsibility with the contractor if the outcome is not satisfactory to you.

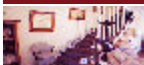
Many home improvement contractors are small business people who may have several small jobs going at the same time. This may mean scheduling delays. When this happens, you should contact the contractor immediately and find out what happened. If you are not satisfied with the reason or



would like assistance, contact the ORS home modification coordinator at 421-7005, ext. 376, so appropriate action may be taken. ORS expects the home improvement contractor to clean up and store his/her tools after each day's work. You may be asked to store tools and supplies at your home. Again, these arrangements are directly with you and the contractor.

If a proposed external ramp is close to your property line, your town may require a variance. The fees associated with this town requirement are the responsibility of the property owner(s). While you work with the town or the surveyor to satisfy this requirement, the home improvement contractor cannot proceed on your job. You should know that this may cause a delay in the completion of your project. Weather conditions may also prevent your job from being finished on time.

If your bathroom is modified to accommodate your needs, you may be without its use for a week or more. It is your responsibility to make arrangements for your family and cannot proceed on your job. You should know that this may cause a delay in the completion of your project. Weather conditions may also prevent your job from being finished on time. yourself during this time. Also, when a roll-in-shower replaces a tub or shower, some water on your floors will be a common occurrence. You will need to be prepared to take the necessary measures with each use.

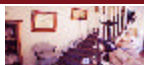


What Are Some Potential Funding Sources?

If you are not eligible for assistance from ORS, the following are other potential funding sources:

- ◆ The Division of Worker's Rehabilitation (401) 222-3494 (for individuals who have been injured on the job)
- ◆ The Veteran's Administration (401) 222-2488 (for veterans with service-connected disabilities)
- ◆ Rhode Island Office of Victim Services (401) 222-2424 (for persons whose disabilities resulted from a crime)
- ◆ Donations from civic/religious organizations
- ◆ Neighborhood improvement grants (through qualified cities)
- ◆ Tax deductions

It may be possible to deduct your home modifications as a medical expense on your federal income tax. If you have questions concerning capital improvements, request a copy of IRS Publication 502, Medical and Dental Expenses, which contains additional information and examples.



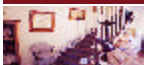
Publication 502 also has information about upkeep and operating expenses that are deductible for these capital improvement items, and about tax incentives for landlords who improve accessibility or rental property for persons with disabilities.

What is the Client Assistance Program?

The Client Assistance Program (CAP) is an independent advocacy program located within the Office of Protection and Advocacy for Persons with Disabilities. CAP provides advice, advocacy, and, if necessary, legal representation to individuals who have concerns about the rehabilitation services they are receiving from ORS, the Board of Education and Services for the Blind, independent living centers, or other community rehabilitation programs. CAP is located at the Rhode Island Disability Law Center, 349 Eddy Street, Providence, RI 02903; (401) 831-3150 Voice; (401) 831-5335 TTY; (401) 274-5568 FAX; TOLL FREE (800) 733-5332.

What Will The Home Modifications Cost Me?

The home modification consultant will let you know the overall cost of the home modification, and the extent to which ORS will provide financial assistance. ORS may ask that you contribute toward the cost of the home modification.



Notice of Non-Discrimination

The Department of Human Services, Office of Rehabilitation Services, is an Equal Opportunity Affirmative Action Employer and offers its programs regardless of race, color, national origin, disability, political beliefs, sexual orientation, age, religion or sex in acceptance for or provision of services, employment or treatment in its educational and other programs and activities. For further information, contact: The Community Relations Liaison Officer at 401.462.2130 (V) or 401.462.6239 (TTY).

ORS hopes that this handbook has been a useful resource of information to you. If there are any parts of it that you do not understand, please call: Ronald Racine, Consultant, Home Modifications (401) 421-7005, ext. 376.

OFFICE OF REHABILITATION SERVICES

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This publication is available in alternate formats, including Braille, large print, diskette, and audiocassette, by calling (401) 421-7005 ext. 318.

